

“We are really impressed with the level of interaction and service provided by the whole *MontgomeryWorks* program. We participated in a job fair hosted in part by *MontgomeryWorks*, which resulted in finding many qualified applicants. Our company looks forward to partnering in other services as well in the very near future.”

April Ubani,  
Human Resources Coordinator  
AIS Engineering, Inc.

**M***ontgomeryWorks* is pleased to offer a variety of services to the Montgomery County business community. Our professional and creative staff will work with you to develop a plan that meets your company's specific workforce needs.

#### ***Employer Forums***

- Present your company's mission, career pathways, training and benefits to job seekers in a structured workshop format.
- Host your event at *MontgomeryWorks* at no cost.
- Work with the *MontgomeryWorks* Business Services Team to create an agenda and a promotion plan.

#### ***Recruiting Events***

- Participate in a single or an industry specific, multiple employer job fair.
- Conduct on-the spot interviews with interested candidates.
- Work with the Business Services Team to tailor your recruiting event to your company's needs.

#### ***Online Job Posting with Maryland Workforce Exchange***

- Post job listings at no cost.
- Research labor market information.
- Search for qualified applicants.

#### ***Training Grants – Maryland Business Works***

- Encourage promotion and career growth of your current staff.
- Improve retention of existing workforce by increasing occupational literacy.
- Receive a 50 percent reimbursement for training incumbent staff.

#### ***Outplacement Services – Rapid Response***

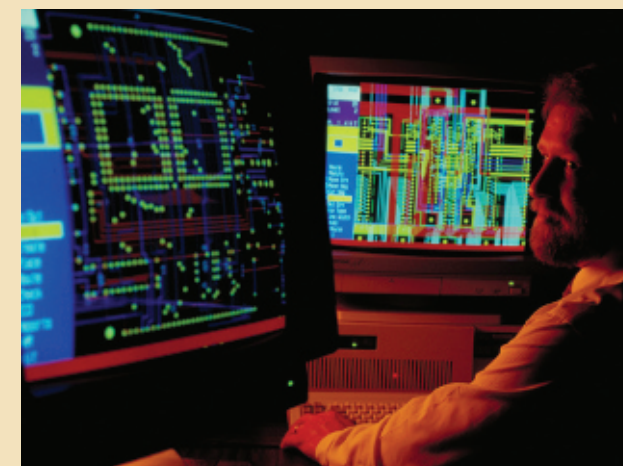
- Coordinate on-site assistance for your current employees prior to a proposed layoff.
- Receive career counseling, job search assistance, and extra training for your displaced workers.

#### ***Sales and Service Learning Center***

- Achieve professional certification in Customer Service for your staff by the National Retail Federation.
- Develop customized training options to meet your company's current and specific needs.
- Use our state-of-the art training facility to host your training program.

“Our overall experience [with the team at *MontgomeryWorks*] was fantastic. We developed a nice, true business partnership. As a result, we have continued to utilize the services for other...events.”

Lucy Maddert,  
Retail Recruitment Manager  
Safeway Eastern Division/Genuardi's



“The benefits that we received from the seemingly endless capabilities and flexibility of *MontgomeryWorks* have enabled us to not only increase our contacts but obtain training for our personnel through Maryland Business Works. The level of personal and professional support both by email and phone from [*MontgomeryWorks*] representatives was remarkable. We look forward to a long lasting relationship.”

Molly Romick,  
Director of Biomedical Services  
The McConnell Group





**MontgomeryWorks** Business Services Representatives work closely with the business community to identify their workforce needs, locate qualified candidates for jobs and create employment and training programs that help companies succeed. Our team can suggest ways to reduce recruitment costs and provide information and resources to identify and retain a quality workforce. Our team will coordinate a variety of outreach and recruitment activities for your business and perform tasks such as:

- Register your business at job fairs.
- Post job openings in a searchable statewide database.
- Help you obtain worker training grants.
- Identify trainers and expert speakers in your business and field.
- Assemble labor market information.
- Facilitate relationships among federal, state, and local partners to meet your business goals.



## MontgomeryWorks

### **Westfield Wheaton (Full Service Office)**

Westfield South Office Building  
11002 Veirs Mill Road, First Floor  
Wheaton, MD 20902  
Voice/TTY: 301-946-1806 Fax: 301-933-4427  
Hours: Monday and Wednesday, 8:30-5:00; Tuesday and Thursday, 8:30-6:00; Friday, 8:30-3:00

### **Lakeforest Mall (Satellite Office)**

701 Russell Avenue  
Gaithersburg, MD 20877  
Voice: 301-519-8253 Fax: 301-519-7233  
Hours: Monday-Thursday, 8:30-5:00; Friday, 8:30-3:00

### **Sales and Service Learning Center**

Westfield Wheaton  
11160 Veirs Mill Road, Suite LLH-17  
Wheaton, MD 20902  
Voice: 240-403-3600 Fax: 240-403-3604  
Hours: Monday-Friday, 8:30-5:00

### **Maryland Multicultural Youth Center (Youth Programs Only)**

1320 Fenwick Lane, Suite 600  
Silver Spring, MD 20913  
Voice: 301-495-0441  
Hours: Monday-Friday, 9:00-5:00

For further information about *MontgomeryWorks* Business Services, call (301) 929-6880 or email [Business\\_Services@montgomeryworks.com](mailto:Business_Services@montgomeryworks.com)



MONTGOMERY COUNTY,  
MARYLAND

MontgomeryWorks | Department of Economic Development  
240-777-2007 | [MontgomeryWorks.com](http://MontgomeryWorks.com)



**Connecting  
jobs to people,  
people to jobs**

# MontgomeryWorks